

MARLAND'S GRAND HOME FACILITY RENTAL CONTRACT AND POLICIES

1000 E. Grand, Ponca City, Oklahoma 74601

580.767.0427

Event Date _____ Event Type _____

Event Time _____ Rehearsal _____

Arrival Time _____ Departure _____

1. Renter Name _____

Email _____

Address _____

City _____ State _____ Zip _____

Phone1 _____ Phone2 _____

2. Alternate Contact _____

Alt. Email _____

Alt. Address _____

City _____ State _____ Zip _____

Alt. Phone1 _____ Alt. Phone2 _____

RENTAL FEES: (Non-refundable)

Grand Home **Tues-Thurs** **Fri-Sat** **Total Fee** **1st Half**

MGH First Floor \$125.00 \$250.00 _____/_____

Grounds \$ 75.00 \$ 75.00 _____/_____

(East Terrace, South Lawn and Front Porch)

DAMAGE DEPOSIT (Refundable) \$100.00 _____

Meetings: 6 minimum per year @ \$62.50 per meeting _____

(Meeting fees do not require a damage deposit fee and should be paid in full 90 days prior to calendar scheduling.)

Portrait Session - \$25 per hour, 2 hour maximum _____

8AM to 10AM Time Frame, Tuesday through Friday

TOTAL RENTAL FEES _____

of Attendees _____ Alcohol? _____

of Security Officers _____

Security Officer(s) are \$30.00 per hour per officer, paid to officer(s) at the end of the event.

(Security Officers are contracted by the Marland's Grand Home, but paid by the renter. Minimum charge for Security Officers is 2 hours.)

I AGREE TO PAY THE SECURITY OFFICER(S) \$30 PER OFFICER PER HOUR AT THE END OF MY EVENT.

Renter Signature _____

First half of Rental Fees and total Damage Deposits are required to reserve your event date and due at contract signing. Second half of Rental Fees are due 90 days prior to your event.

ALL RENTAL FEES ARE NON-REFUNDABLE

PAYMENTS

Date Paid **Pmt. Method** **Pmt. Amount**

1. _____ _____ _____

2. _____ _____ _____

TOTAL PAYMENTS _____

Renter has received and read the Facility Rental Policies and Contract.

Renter understands any violation of these policies will revoke this contract and it will become null and void. If this is the case, Renter will peaceably vacate the premises immediately.

Renter agrees to indemnify and save the City of Ponca City/Marland's Grand Home harmless, including providing legal defense for any claim arising pursuant to the Renter's activities.

Renter Signature _____

Date _____

Marland Grand Home Rep Signature _____

Date _____